

BRIDGE TO THE FUTURE

RUSSELL LIBRARY

Board of Trustees Meeting Tuesday, February 16, 2016, 7:00 pm

Present: Trustees Becker, Berlind, Hadley, Markot, Nelson, Sanders, Santostefano, Thazhampallath, Wisneski, Zakarian, and Zawisky; Director Meyers, Interim Assistant Library Director Tully.

Excused: Trustees Greenberg and Russell

- I. **Call to Order:** President Thazhampallath called the meeting to order at 7:03 p.m.
- II. **Public Session/Comment:** Rolande Duprey, Ann Smith, and Susan Honer, staff members of Russell Library, attended the meeting to learn about Board procedures.
- III. **Approval of Minutes**
 - a. It was moved (Trustee Markot) and seconded (Trustee Becker) that the minutes of the January 19, 2016 meeting be approved. **The motion passed with two abstentions.**
- IV. **Other Communications & Sub Committee Reports**
 - a. Director and Interim Assistant Director Reports: Director Meyers wished to highlight the following items in his report:
 - Documentation of Director Search Process recommended in view of the Succession Plan
 - A transition workshop was led by Dr. Annie Wilder
 - The Board approved FY Goals and City Budget for submission to the City, but in view of the State Budget and new direction from the Mayor, a revision is being developed with staff.
 - Bob Carlson and Jeff Grant prepared CDBG funding application for Job & Career program.
 - Friends of the Library approved \$11,000 for extensive list of program activities.
 - Orientation materials prepared by Interim Assistant Director for new Director.
 - *Mini Maker Faire*, spearheaded by Teen Librarian Heather Scussell, was interdepartmental and drew 60 participants to carry out an array of fun technology activities.
 - Children's staff are weeding materials and arranging better use of space.
 - Computer classes resumed in Meeting Room 3, thanks to new computer tables and equipment.

Interim Assistant Director Tully said that her report was included in the items outlined by the Director.

- b. **Finance & Audit Committee Reports:** Trustee Becker reported that both the Company and City budgets are on track with what is expected for 58% of the fiscal year. He noted that the Company endowment is down partly due to withdrawal of \$40,000 for Library use, but also due to the fall in the stock market. The reports will be filed for audit. The audit has been received and declared “clean,” with no management letter indicating any problems.
- c. **Policy Committee Report:** Trustee Markot reported that the Whistleblower Policy will be presented under Old Business and that the next task of the committee will be to look over the by-laws, and set up a naming policy.
- d. **Facilities & House Committee Report:** It was moved (Trustee Nelson) and seconded (Trustee Markot) to add an agenda item for the approval of a change order for removal and replacement of a sidewalk at the side entrance of the library. **The motion passed unanimously.** It was moved (Trustee Nelson) and seconded (Trustee Markot) to add an agenda item for the approval of a change order for plywood and rail work. **The motion passed unanimously.** It was then moved (Trustee Nelson) and seconded (Trustee Markot) that the Request for Change for \$1,730.00 for sidewalk work be approved. **The motion passed unanimously.** It was then moved (Trustee Nelson) and seconded (Trustee Markot) that the Request for Change for \$1,716.00 for extra plywood be approved. **The motion passed unanimously.** The money is available in the LoCIP funded project.
- e. **Personnel Committee Report:** Trustee Zawisky reported that the Personnel Committee has not had reason to meet in the past month.
- f. **Transition Workshop Report:** Interim Assistant Library Director Tully reported on the recently held Transition Workshop arranged by Rolande Duprey and led by Dr. Annie Wilder. She said there was open honest discussion about staff concerns, especially feelings that a new Director might not value their work, and that the Board sometimes made decisions without knowing library details. At this point, it was moved (Trustee Nelson) and seconded (Trustee Backer) to allow a staff member to comment, outside of the usual public comment time period. The motion passed with 8 in favor, 2 against, and 1 abstention. Ann Smith spoke of the importance to staff of having an Assistant Director on board to go to if there are workplace difficulties and they are not yet comfortable with a new Director.

V. Old Business:

- a. **Whistleblower Policy Acceptance:** Trustee Markot reported that the Whistleblower Policy was developed by looking at similar policies from other libraries and then refining the wording to suit Russell Library’s needs. It was moved (Trustee Markot) and seconded (Trustee Sanders) to accept the policy, with amendments consisting of several typographical errors and one instance of awkward wording (a result of an earlier version being forwarded to Director Meyers before the meeting). **The motion passed unanimously.**
- b. **Revised FY 17 Recommended City Budget:** The revised budget, with two unpalatable options of a 0% increase and a 5% decrease, was discussed at length. Eventually it was moved (Trustee Markot) and seconded (Trustee Becker) to approve the budget for submission to the Finance Department and to send within five business days a copy of the impact document along with examples of reduced hours of service, fewer library materials, etc. to the Mayor’s office. President

Thazhampallath will draft a cover letter to go with the impact statement. The motion passed unanimously.

VI. New Business:

a. **Posting the vacant position of Head of Information Services:** Interim Assistant Library Director Tully spoke of the importance of posting this position immediately in light of impending retirements of two senior part-time Information Service librarians in May. The new Director will have many details to see to in his first few weeks and may not have time to fill this position, and in the spring the department would be seriously understaffed. A lengthy discussion followed. Some Board members feel that the new Director should evaluate the position and fill it according to the needs he perceives. It was moved (Trustee Sanders) and seconded (Trustee Santostefano) to post the position right away. **The motion failed, with three in favor, seven against, and one abstention.**

VII. Adjournment: It was moved (Trustee Nelson) and seconded (Trustee Santostefano) to adjourn the meeting at 9:15 p.m. **The motion passed unanimously.**

Respectfully submitted,

Wendy Berlind, Secretary

Upcoming Calendar Items/Meetings

Regular Board Meeting, Tuesday, March 15, 2016, 7:00 pm

Finance Committee Meeting, Monday, April 11, 2016, 8:00 am